

Sample Student Retention Policy

Documented exceptions to these procedures may be made in special situations (i.e. special education students) with the approval of the school principal and Superintendent of Education.

- _____ 1. If the student is failing to make normal progress, the parents must be notified early, so that the school and home may cooperate in helping him/her achieve greater success.
- _____ 2. Most retention should be at the primary level. However, older students may be considered if it is strongly felt that retention will help the student.
- _____ 3. No student shall be retained more than one year.
- _____ 4. *Light's Retention Scale*, or another formal assessment, must be completed prior to the teacher/principal conference.
- _____ 5. The teacher is to discuss possible retention with the principal prior to discussion with the parent.
- _____ 6. A Student Retention Request form and Parent Consent Form for Retention must be on file at the school with a copy sent to the Conference Office of Education by April 15.
- _____ 7. The Conference Office of Education will evaluate the retention request and communicate the decision to the principal with a copy to the classroom teacher.
- _____ 8. Parent notification of the recommendation to retain is to be given as early as possible in the school year, but no later than April 30.
- _____ 9. If an appeal process is requested, a review committee will be appointed by the Superintendent of Education.

Additional information regarding Student Retention is on pages 42-45 of the NPUC *Teacher Handbook* located on the NPUC website.

Student Retention Request

North Pacific Union Conference

Student's Name _____ Grade _____ Date _____

Student's Birthdate _____ Age when entering 1st Grade _____ years _____ months

School _____ Teacher _____

Parent (s) Names _____

Siblings

Comments

_____	_____
_____	_____
_____	_____

I. School Staff Observations

Vision Problem	yes/no	Describe	_____

Hearing Problem	yes/no	Describe	_____

Speech/Language Problem	yes/no	Describe	_____

Diagnosed Learning Disability	yes/no	Describe	_____

Grade Level

Comments

Reading Level _____

Math Level _____

Language Level _____

Written Work _____

Reason for retention _____

II. Formal Assessment Results

Test used _____ Date Assessment Completed _____

Attach copy of Student Profile results OR outline results _____

III. Previous Attempts to Assist Student (describe frequency)

	Current Year	Previous Year
Special Education		
Speech Therapy		
Tutoring		
Other		

IV. Academic Plan

Describe the academic plan for this student in a retention program including an appropriate time line for completion.

Subject	Academic Plan	Projected Date of completion
Bible		
Language Arts		
Math		
Science		
Social Studies		

V. Parent Participation

Describe parent (s) perceptions and concerns _____

Dates of parent-teacher conferences this year _____

Parent signature from last conference _____

Results of conferences _____

VI. Steps for Retention

Teacher/principal conference Date _____

Teacher/parent conference (most recent) Date _____

Parent Consent Form for Retention completed Date _____

Superintendent of Education review Date _____

Decision _____ Date _____

Parent Consent Form for Retention

School _____ Date _____

Student Retention

As a follow-up to our previous conversation, I (agree) (do not agree*) with the recommendation that _____ be retained in grade _____ for the _____ school year.

Parent/Legal Guardian _____ Date _____

Teacher _____ Date _____

Principal _____ Date _____

Parent/Legal Guardian Statement (use back of page if needed)

*In the event the decision of the principal and the conference office of education is to retain the student without parent/guardian agreement, the parent/guardian may appeal the decision through the conference office of education. A review committee, appointed by the Superintendent of Education, will study the information and make a recommendation. Final decision rests with the school authorities.

- c: Superintendent of Education
- Principal
- Student's cumulative folder